Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6218	SPAHRS MAINTAIN EMPLOYEE PAYROLL INFORMATION	Date Revised: 2/06/2019
		Version: 10

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Objective

Develop an understanding of employee/worker eligibility sequence number (ESN), payroll deductions, taxes, and deposits options available to employees.

Outcome

Obtain the ability to access necessary menus and eligibility sequence number (ESN), record payroll deductions, tax filing status, and direct deposits are added or modified.

Maintain Deductions Option

The Employee Payroll Information function of SPAHRS includes all data used to establish deductions for each employee and also to setup the desired deposit option. This function is located in the Employment process of Human Resources and is performed at the time an employee is hired as well as when it is necessary to make changes. Deductions include three categories: insurance, debt deductions, and miscellaneous (deferred compensation, mediflex, credit union, etc.)

An employee's retirement plan is entered in the Position process of Human Resources, as it is linked to a position and not an individual. The actual retirement deductions are then calculated by the system and do not have to be entered. However, there are occasions when the Retirement record may need to be added back, modified, or expired.

KEY CONCEPTS	DESCRIPTION
Insurance	Includes state health and state life insurance.
Debt Deductions	Includes garnishments, bankruptcy payments, child support, IRS levies, health scholarship repayments, etc.
Eligibility Sequence	A code assigned to each employee identifying the type of employee, benefit entitlements, and tax participation.
Miscellaneous	Includes deferred compensation, mediflex and careflex, credit union, employee clubs, and flower funds.
Direct Deposit	Employee's pay can be directly deposited into a designated bank account by the state.
ABA Transit Number	The transit code (routing number) identifying the bank to which the direct deposit is made.
FIT	Federal Income Tax withholding information.
MSIT	Mississippi Income Tax withholding information.

Maintain Payroll Information

Maintain Deductions Options

The Maintain Deductions option within the Employment process provides a means to add, change, view, or end payroll deductions for each employee. There are three categories of deductions currently being used in SPAHRS: Insurance, Debt Deductions, and Miscellaneous. Miscellaneous deductions include items such as deferred compensation, mediflex and careflex, credit union, employee clubs and flower funds. Retirement is not included in these deductions; it is treated as a tax in SPAHRS and is discussed later in this section.

All three categories are accessed from the same menu option and browse selection screen. The Maintain Deductions screen has two panels.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.

```
PHFNC10  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/16/2016
PHIMAINU PHIMAINM                  Employment Menu                    01:50 PM

         Code      Description                                  FastPath

          EP   Maintain Employee with PIN                       MEWP
          EE   Maintain Worker Within WIN                       MEWW
          ME   Maintain Employee/Worker Information             MEWI
          MP   Maintain Payroll Information                     MPAY
          PA   Process Performance Appraisal                    PPAS
          R1   Miscellaneous Reports Menu1                      MPR1
          R2   Miscellaneous Reports Menu2                      MPR2
          MB   Miscellaneous Browses                            MPBR
          MT   Miscellaneous Employee Maintenance Programs      EMP



    Code: __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   Quit
```

Your Action ...	System Response ...
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.

```
PHFNC10  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM       05/16/2016
PHIMAINU PHIMAINM        Maintain Payroll Information Menu             02:02 PM

         Code       Description                                   FastPath

          MD    Maintain Deductions                               DEDU
          FT    Maintain Federal Taxes                            FTAX
          MS    Maintain State Tax                                STAX
          DD    Direct Deposit                                    DRDE
          BR    Browse Retirement Programs                        RETP
          MC    Mass Changes for ABA Transit Numbers              MABA
          MI    Maintain Employee/Worker Eligibility Info         MEEI
          PI    Maintain Payroll Information Browses
          ED    Mass Change - Specific Deduction




    Code: __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                     Quit
```

Your Action ...	System Response ...
3. Choose **MD** (Maintain Deductions) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Deductions screen will appear.

```
PHFNC10  PHVD       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM       10/30/2018
PHOMDE2B PHOMDE1M                Maintain Deductions                   01:09 PM
                                                                      1 more >
Actions: (D,M)
*Agency: ____ *SSN: _________
            Tax Id: _________
                                                  Effective  Expiration
Act Ded Cd    Description                     Seq# Stat   Date       Date
--- ------ --------------------------------- ---- ---- ---------- ----------
 _  DCOMP  DEFERRED COMP (IRS457)              1    A   11/01/2003
 _  HLCDP  PRE-TAX ST HLTH CHILD               1    A   12/01/2017
 _  HLT0A  SELECT EMPLOYEE ONLY                1    A   12/01/2010 11/30/2017
 _  HLT00  HEALTH INS                          2    A   10/01/2003 11/30/2010
 _  HLT00  HEALTH INS                          1    A   09/01/2003 09/30/2003
                          *** End of Data ***




 Add Deduction: Insurance _  Savings Bond    Debt Deduction _  Miscellaneous _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
4. Press F11.	The second screen will appear.

```
PHFNC10  PHVD      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/30/2018
PHOMDE2B PHOMDE1M              Maintain Deductions                   01:10 PM
< 1 more
Actions: (D,M)
*Agency: ____ *SSN: _________ CUTBERTH, JIMMY MARSHALL
            Tax Id: _________
                    Accu Bond   Suspend     Coverage   Coverage
Act Ded Cd Deduc.Amt Amount     Until Date. Effect Dt  End Date Stat Seq#
--- ------ --------- ---------- ---------- ---------- ---------- ---- ----
 _  DCOMP     100.00                                              A    1
 _  HLCDP     175.00                                              A    1
 _  HLT0A      20.00                       01/01/2011             A    1
 _  HLT00                                  09/15/2003 12/31/2010  A    2
 _  HLT00                                  09/01/2003 09/30/2003  A    1
                          *** End of Data ***




 Add Deduction: Insurance _  Savings Bond    Debt Deduction _  Miscellaneous _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
5. Enter the following information: ***Agency**: The agency code XXXX. ***SSN**: The Social Security Number of the employee or the Tax ID: the identification number of the contract worker having deductions added or modified.	
6. Press ENTER.	If the employee has any current deductions, they will appear in the middle of the screen with Deduction Code, Description, Sequence Number, Status, Effective Date, Expiration Date, Deduction Amount, Bond Accumulated Amount, Suspend Until Date, Coverage Effective Date, and Coverage End Date. The bottom portion of the screen is used to add additional deductions.

Your Action ...	System Response ...
7. To view a specific deduction for the employee or contract worker, enter **D**isplay and press ENTER.	The appropriate deduction screen will be displayed.
8. To modify a specific deduction, enter **M**odify and press ENTER.	The appropriate deduction screen will be displayed for modification.
9. To add a deduction for that employee or worker, choose **A**dd or **Y**es in the appropriate category listed at the bottom of the screen: Insurance, Debt Deduction, or Miscellaneous; and press ENTER.	The requested screen will appear.

Add Deduction: Insurance

The Insurance Deduction screen is used to add a payroll deduction for insurance.

Your Action ...	System Response ...
1. Enter **A**dd or **Y**es in the Insurance blank at the bottom of the Maintain Deductions screen and press ENTER.	The Insurance Deduction screen will appear.

```
PHFNC10  PHVB       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/30/2018
PHOMDE2D PHOMDE2M            Insurance Deduction                      01:28 PM

  Action: A  (A,D,M,C)

 *Agency: 0201        SSN: 999999999 XXXXXXXXXXX, XXXXXX
                    Tax Id:
             *Deduction Code: _____
             Sequence Number: 1_ of                            Status: A
                     Pre-Tax:                               1  of

   Monthly Deduction Amt: __________            Suspend From Date: __ __ ____
          Account Number: ____________            Suspend To Date: __ __ ____
            Group Number: _____________         *Initial Deduction: _
Deduction Effective Date: __ __ ____
      Deduction End Date: __ __ ____



      Deduction Comments: _____________________________________________
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note                                      Quit
```

Your Action ...	System Response ...
2. Enter the following information: ***Deduction Code**: A code denoting the type of insurance coverage being added. Sequence Number: The system will assign a sequential sequence number for each type of deduction. Status: Defaults to **A**ctive status. Pre-Tax: Indicates if the deduction is pre-tax and the effective dates for the deduction. **Monthly Deduction Amt**: The amount entered should be the monthly premium amount. For state health and life insurance SPAHRS will prompt the amount to be entered. Suspend From: Used if the deduction will not be taken during a given period of time. Account Number: The individual's account number if known. Suspend To Date: Used if the deduction will not be taken for a given period of time. Group Number: Group number for the insurance coverage. *Initial Deduction: Numerical code used to indicate the number of monthly premiums to be deducted. (Press F1 in this field to display the codes to be used.) **Deduction Effective Date**: Enter the date payroll should begin to deduct for the coverage. **Deduction End Date**: Enter the date payroll deductions should end for the coverage. Deduction Comments: (Optional) This field is a free text field.	
3. Press ENTER.	The Maintain Deductions screen will appear with the following message: Specific Deduction 000000000000-AAAA-XXXXX-1 added successfully.

Add Deduction: Debt Deduction

The Debt Deduction screen is used to add, change or modify a payroll deduction for debt deduction. These deductions are required by an agency or court for repayment of debts, such as child support, tax levies, bankruptcy or garnishments. This screen is also used when setting up MISCA and MISCP to deduct a onetime amount and to set up the NXKIN and BENIF deductions for making deceased employee payments.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **MD** (Maintain Deductions) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Deductions screen will appear.
4. Enter **A**dd or **Y**es in the Debt Deduction blank at the bottom of the Maintain Deductions screen and press ENTER.	The Debt Deduction screen will appear.

```
PHFNC10  PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHOMDE4D PHOMDE4M                  Debt Deduction                     09:08 AM

 *Action: A  (A,D,M,C)
 *Agency: 0160  SSN: 000000000 ABCDEFG, HIJKLMNOP
             Tax Id:
        *Deduction Code: _____
        Sequence Number: __ of

   Issuing Agency/Court: ___________________________________
       Reference Number: ____________
        *Vendor Number: ___________
        Additional Name: __________________________________________________
      Beginning Balance: ____________ Remaining Balance:
    Monthly Deduction Amt: __________      Paid To Date:
       Single Check Ind: N         Levy Exempt Income: ____________
              EFT (Y/N): N
         Effective Date: __ __ ____            End Date: __ __ ____
    Deduction Comments: _____________________________________________

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note                                     Quit
```

Your Action ...	System Response ...
5. Enter the following information: ***Deduction Code**: A code denoting the type of debt deduction being added. Sequence Number: The system will assign a sequential sequence number for each type of deduction. **Issuing Agency/Court**: Enter the agency or court requiring the debt deduction. **Reference Number**: Enter the reference number for the debt deduction. ***Vendor Number**: Enter the vendor number (Vxxxxxxxxxx) for the deduction; it must be valid on the SAAS Vendor File and must exist in MAGIC. Additional Name: Field not used. **Beginning Balance**: Enter the beginning balance of the total amount due if known. Remaining Balance: This field will be calculated and displayed by the system. **Monthly Deduction Amt**: Enter an amount only if the order specifies a flat amount to be withheld. Paid to Date: This field will be calculated by the system. Single Check Ind: Defaults to No. Enter Y if the vendor requires a separate warrant for each person. Levy Exempt Income: The amount of income exempt from an IRS tax levy or MS Wage Attachment. EFT (Y/N) (Electronic Funds Transfer): Defaults to No. This option is only available for Treasury Direct savings bond deductions. **Effective Date**: MM DD YYYY. Enter the beginning date for the deduction. End Date: Enter the ending date for the deduction MM DD YYYY. Deduction Comments: This field is a free text field.	
6. Press ENTER.	The Maintain Deductions screen will appear with the debt deduction displayed.

Add Deduction: Miscellaneous

The Miscellaneous Deduction screen is used to add, change or end a payroll deduction for miscellaneous deductions such as deferred compensation, mediflex, careflex, credit union, employee clubs, and flower funds.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **MD** (Maintain Deductions) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Deductions screen will appear.
4. Enter **A**dd or **Y**es in the Miscellaneous Deduction blank at the bottom of the Maintain Deductions screen and press ENTER.	The Miscellaneous Deduction screen will appear.

```
PHFNC10  PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHOMDE5D PHOMDE5M          Miscellaneous Deduction                     09:16 AM

 *Action: A  (A,D,M,C)
 *Agency: 0160        SSN: 000000000 ABCDEFG, HIJKLMNOP
                   Tax Id:
              *Deduction Code: _____
              Sequence Number: __ of
                      Pre-Tax:                        1  of

      Monthly Deduction Amt: __________
             Account Number: ____________
               Group Number: _____________
             Effective Date: __ __ ____
                   End Date: __ __ ____
          Suspend From Date: __ __ ____
            Suspend To Date: __ __ ____
            Additional Name: _____________________________________________
          Deduction Comments: _____________________________________________

Direct Command: ______________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note                                        Quit
```

Your Action ...	System Response ...
5. Enter the following information: *Deduction Code: A code denoting the type of miscellaneous deduction being added. Sequence Number: The system will assign a sequential sequence number for each type of deduction. Pre-Tax: Indicates if the deduction is pre-tax and the effective dates for the deduction. Monthly Deduction Amt: The monthly amount to be deducted from the employee's pay. Account Number: The individual's account number if applicable.	

Your Action ...	System Response ...
Continue entering the following information: Group Number: The agency or state number if applicable. **Effective Date**: MM DD YYYY. The date the deduction should begin End Date: The date the deduction is to be ended. Suspend From Date: Used if the deduction will not be taken for a given period of time. Suspend To Date: Used if the deduction will not be taken during a given period of time. Additional Name: Field not used. Deduction Comments: This field is a free text field.	
6. Press ENTER.	The Maintain Deductions browse screen will appear with the miscellaneous deduction displayed.

Maintain Payroll Information Browses

The Maintain Payroll Information Browses were designed to assist the user in monitoring the status of employee transactions.

Browse Direct Deposits by Status

The Browse Direct Deposit by Status screen is used to determine the status of an employee's direct deposit. This screen lists the Agency Number, SSN, Name, Sequence #, Deposit Status and Status Date. By selecting "**D**"isplay by a record, the Direct Deposit screen with current information can be accessed.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **PI** (Maintain Payroll Information Browses) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Payroll Information Browses Menu will appear.

```
PHFNC10  PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHIMAINU PHIMAINM     Maintain Payroll Information Browses Menu        09:59 AM

         Code      Description                                  FastPath

          DS   Browse Direct Deposit by Status                  DIRS
          RI   Reset Initial Deduction Indicator                RIDI
          BD   Browse Direct Deposit by SSN















    Code: __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
4. Choose **DS** (Browse Direct Deposit by Status) from the Maintain Payroll Information Browses Menu and press ENTER.	The Browse Direct Deposit by Status screen will appear.

```
PHFNC10  CI          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHOMDIRB PHOMDIRM           Browse Direct Deposit by Status            09:26 AM

 Actions: (D)

    Agcy                                                Dep   Status      FMVIEW
Act Num    SSN            Name                    Seq# Stat   Date      Pay Stub
--- ---- ----------- --------------------------- ---- ---- ---------- --------
                          *** End of Data ***










Agency#: ____   Deposit Status(A/N/P/E/S): _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                         Bkwd  Fwd                  Quit
```

Your Action ...	System Response ...
5. Enter the following information: *Agency: The agency code xxxx. *Deposit Status (A/N/P/E/S): Enter the status code to be viewed.	

Your Action ...	System Response ...
6. Press ENTER.	Information is displayed by Agency Number, SSN, Name, Seq#, Deposit Status, Status Date, and FMVIEW Pay Stub.
7. To view a specific record, choose **D**isplay beside the requested record and press ENTER.	The Direct Deposit screen will appear.

Reset Initial Deduction Indicator

The initial indicator on a deduction record is used to deduct an amount that is a multiple of the monthly amount to be deducted. This indicator applies to insurance deduction codes only. It is normally used when a new employee starts work or an employee returns to work after a leave of absence. This field may, however, be used at any time that you need to temporarily deduct a multiple of their monthly insurance deduction amount.

This indicator is not automatically reset. The indicator should not be changed on this record unless it is truly an error and needs to be changed prior to processing. To save the information that an amount other than the monthly amount was deducted, the deduction record should be expired and a new record started for the employee. In order for you to know who has this indicator set, there is a browse provided for you to use. You may access this browse and initiate a modification from the browse to expire the deduction. Once the expiration is completed, you will need to go to the employee's deduction screen to add another deduction to continue the monthly deduction.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information)from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **PI** (Maintain Payroll Information Browses) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Payroll Information Browses will appear.
4. Choose **RI** (Reset Initial Deduction Indicator) from the Maintain Payroll Information Browses Menu and press ENTER.	The Reset Initial Deduction Indicator screen will appear.

```
PHFNC10   CI          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM       05/17/2016
PHOMDE7B PHOMDE7M          Reset Initial Deduction Indicator             09:35 AM

 Actions: (D,M)
                                            Ded      Ded     Initial     Start
 Act                  Name                 Status    Code    Ded Quant   Date
 ---  -----------------------------------  ------- ------- --------- ----------
                               *** End of Data ***










*Agency: 0160 *Quantity: 2 *SSN: _________  Curr/All: C

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                      Quit
```

Your Action ...	System Response ...
5. Enter the following information. *Agency: Enter the 4 digit agency number. *Quantity: Enter the initial deduction quantity code. *SSN: Enter the employee's social security number. Curr/All: his field is used to filter out the unrequired records. Valid values are: **C** - Current employees - (all employees in a position) **A** - All records, both current and historical.	
6. Press ENTER.	Information is displayed by Name, Deduction Status, Deduction Code, Initial Deduction Quantity, and Start Date.
7. Choose **D**isplay or **M**odify beside the information requested and press ENTER.	The Insurance Deduction screen will appear.

Browse Direct Deposit by SSN (DFA function only)

The Browse Direct Deposit by SSN (Social Security Number) screen is used to aid in the search for direct deposit information by SSN. By selecting "**D**"isplay by a record, the Direct Deposit screen with current information can be accessed.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **PI** (Maintain Payroll Information Browses) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Payroll Information Browses will appear.
4. Choose **BD** (Browse Direct Deposit by SSN) from the Maintain Payroll Information Browses Menu and press ENTER.	The Browse Direct Deposit by SSN screen will appear.

```
PHFNC10   CI      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/31/2018
PHOMDDSB PHOMDDSM          Browse Direct Deposit by SSN              11:24 AM

 Actions: (D)

                                                      Seq Dep   Status    FMVIEW
Act Agcy     SSN              Name                    Num Stat   Date     Pay Stub
--- ---- --    --- -- ---------------------------- --- ---- ---------- --------
 _  0571             FUQUA, DEBRA D                    1    E  11/21/2012    N
 _  0571             FUQUA, DEBRA D                    2    A  12/17/2012    N
 _  0649             FUQUA, DEBRA D                    1    E  04/18/2012    N
 _  0649             FUQUA, DEBRA D                    2    A  06/23/2015    N
 _  0002             PATTERSON, JOHN                   1    A  01/09/2017    Y
 _  0386             RANDLE, JOYCE JOHNSON             1    E  07/13/2007    N
 _  0301             GASTON, DOROTHY                   1    E  07/13/2007    N
 _  0301             GASTON, DOROTHY                   2    E  09/20/2011    N
 _  0649             DAVIS, CORLIS A                   1    E  07/13/2007    N
 _  0649             DAVIS, CORLIS A                   2    E  03/19/2013    N

   SSN: _________
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                       Quit
```

Your Action ...	System Response ...
4. Enter the SSN to be viewed and press ENTER.	Information is displayed by Agency, SSN, Name, Seq Num, Deposit Status, Status Date, and FMVIEW Pay Stub.
5. To view a specific record, choose **D**isplay next to the requested record and press ENTER.	The Direct Deposit screen will appear.

Mass Change - Specific Deduction

This batch job may be submitted to expire a deduction code(s) for all employees with specific deduction code(s) within an agency. It is **NOT** to be used for deduction codes for state health and life insurance.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **ED** (Mass Change-Specific Deduction) from the Maintain Payroll Information Menu and press ENTER.	The Mass Change-Specific Deduction screen will appear.

```
PHFNC10  PHV2      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHPDDC1D PHPDDC1M        Mass Change - Specific Deduction            10:04 AM


                   Enter Agency Number :     ____

                   Enter Expiration Date:    __ __ ____


                   Enter Deduction Code(s) to Expire:

                     _____ _____ _____ _____ _____
                     _____ _____ _____ _____ _____



Direct Command: ____________________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note                    Prnt              Quit
```

Your Action ...	System Response ...
4. Enter the following information: **Enter Agency Number**: Enter the agency code XXXX. **Enter Expiration Date:** Enter the expiration date for the deduction(s). **Enter Deduction Code(s) to Expire:** Enter the deduction codes to be expired.	
5. Press ENTER.	A Batch Job Submission window will appear.
6. Press ENTER.	The Mass Change-Specific Deduction screen will be displayed with the following message: PHXXXXXX Has Been Submitted Successfully.

Maintain Federal Taxes

The Maintain Federal Taxes screen has three separate functions. It is used to enter tax data related to the worker's or employee's Federal filing status and exemptions claimed. In addition to the federal income tax data, information is entered for FICA, which includes both Medicare and OASDI (Old Age Survivors Disability Insurance).

Each of these functions is separate, and data can be entered for one without having to enter data for the others. This tax information determines how an employee or worker's pay is processed. The functions are described below:

- The FICA Transferred in amounts will only be entered if FICA Medicare and OASDI wages have been paid by another SPAHRS agency in the calendar year.

- The current rate of withholding for Medicare and OASDI is displayed under the FICA heading.

Each of these functions will appear on this screen with supporting fields below the appropriate header.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **FT** (Maintain Federal Taxes) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Federal Taxes screen will appear.

```
PHFNC10   PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHOMTX1D PHOMTX1M               Maintain Federal Taxes                  10:08 AM

 *Action: _ (A,B,C,D,M,P)

 *Agency: ____ *SSN: _________
              Tax Id: _________
     Effective Date: __ __ ____

Fed Tax: I9/E-Verify Status:            EIC:  Earned Income Credit: _
           Form W4 Submitted: _               *EIC Filing Status: _
        Tax Exempt Indicator:                   Expiration Date: __ __ ____
         IRS Audit Indicator: _         FICA:
        Number of Allowances: __              Medicare Wages Trans: ____________
           Additional Amount: ____________      Curr Medicare Rate:
              *Filing Status: _                  OASDI Wages Trans: ____________
             Expiration Date: __ __ ____           Curr OASDI Rate:
                                                    Tax Exempt Ind:
                                                   Expiration Date: __ __ ____

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                                  Quit
```

Your Action ...	System Response ...
4. Choose **A**dd or the desired action and enter the following information: ***Agency**: The agency code XXXX. ***SSN**: The Social Security Number of the employee or worker having the federal tax added. OR Tax ID: The identification number of the contract worker having deductions added or modified. **Effective Date**: MM DD YYYY. There can be only one record per effective date.	
5. Press ENTER.	
6. Change any of the default information: **Federal Tax Header** I9/E-Verify Status: This will be completed by the system. Form W4 Submitted: Enter Yes if employee or worker has submitted a W-4 Form. This defaults to No. Tax Exempt Indicator: This will be completed by the system. IRS Audit Indicator: Enter Yes if the employee or worker has a current IRS Tax Levy. The default is No.	

Your Action ...		System Response ...
	Continue entering the following information: Number of Allowances**:** This defaults to 1. Enter number of allowances claimed on W-4 Form. Additional Amount: Enter additional dollar amount of federal tax to be withheld each pay period if entered on the W-4 Form. *Filing Status: Enter the status claimed on Form W-4 Form. The default is Single. Expiration Date: Enter the expiration date of the federal taxes. **EIC Header** Earned Income Credit: No longer used. *EIC Filing Status: No longer used. Expiration Date: No longer used. **FICA Header** Medicare Wages Trans: Enter the amount to be recognized from another agency. Curr. Medicaid Rate: This field will be completed by the system. OASDI Wages Trans: Enter the amount to be recognized from another agency. Current OASDI Rate: This rate is completed by the system. Tax Exempt Indicator: This is completed by the system. Expiration Date: Enter the expiration date of the FICA data.	
7.	Press ENTER.	The tax information will have been added, and the following message will be displayed: Specific Taxes ####-## added successfully.

NOTE: FICA Wages Transferred is only valid for the calendar year they were paid. At the end of the year, the FICA record must be ended and a new one added with both the Medicare and the OASDI Wages Transferred blanked out.

Maintain State Taxes

The Maintain State Tax screen is for recording state tax deduction information for an employee or worker including exemptions claimed, filing status and additional withholding requested.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **MS** (Maintain State Tax) from the Maintain Payroll Information Menu and press ENTER.	The Maintain State Tax screen will appear.

```
PHFNC10  PHV2      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHOMTX2D PHOMTX2M                Maintain State Tax                  10:15 AM

 *Action: _ (A,B,C,D,M,P)

  *Agency: ____ *SSN: _________
               Tax Id: _________
       Effective Date: __ __ ____

                      Tax Code: MSIT   Mississippi State Tax
     State Tax Form Submitted: _
         Tax Exempt Indicator:
        Exempt Amount Claimed: ____________
      Dependent Exemption Amt: ____________
  Age/Blindness Exemption Amt: ____________
          Total Exemption Amt:
    Additional Withholding Amt: ____________
              *Filing Status: _
             Expiration Date: __ __ ____

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                                  Quit
```

Your Action ...	System Response ...
4. Choose **A**dd or the desired action and enter the following information: ***Agency**: The agency code XXXX. ***SSN**: The Social Security Number of the employee or worker having deductions added. OR Tax ID: The identification number of the contract worker having the deductions added or modified. **Effective Date**: MM DD YYYY. There can only be one record per effective date.	

Your Action ...	System Response ...
5. Press ENTER.	
6. Enter the following information. Tax Code: MSIT – Mississippi State Tax is defaulted by the system. State Tax Form Submitted: This will default to No. Enter **Y**es when the form is received. Tax Exempt Indicator: The system will complete this field. Exempt Amount Claimed: Enter the dollar amount listed on employee's or worker's withholding exemption certificate. Dependent Exemption Amt: Enter the dollar amount listed on employee's or worker's withholding exemption certificate. Age/Blindness Exemption Amt: Enter the exemption amount if listed on the employee's or worker's withholding exemption certificate. Total Exemption Amt: Total dollar amount of all exemptions claimed. This entry is completed by the system. Additional Withholding Amt: Enter additional dollar amount of Mississippi State Tax to be withheld each pay period. *Filing Status: Select the filing status claimed on the employee's or worker's withholding exemption certificate. This will default to Single. Expiration Date: The date the State Taxes are being ended.	
7. Press ENTER.	The state taxes will have been added and the system will display the following message: Specific Taxes S-000000000000-AAAA-MSIT-00000000 added successfully

Browse Retirement Programs

Retirement deductions are automatically created by the system and do not have to be entered. The retirement program (State, Highway Patrol, Rehired Retiree, and/or Legislative) is linked to the employee's position or worker's WIN and is entered in the Maintain Position/WIN process. The deductions are created when the Eligibility Sequence Number is entered. The employee's retirement program can be added, modified, and viewed from an Employment Browse option.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **BR** (Browse Retirement Programs) from the Maintain Payroll Information Menu and press ENTER.	The Browse Retirement Programs screen will appear.

```
PHFNC10  CI         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/31/2018
PHOMRETB PHOMRET1            Browse Retirement Programs               12:09 PM

 Actions: (A,D,M)

                                                P/W         Tax  Effective
Act Last Name       First Name       SSN       Ind  PIN    Code    Date
--- --------------- --------------- --------- --- ------ ----- ----------
                          *** End of Data ***











Agency: ____ Last Name: ____________________ First Name: _______________
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                       Quit
```

Your Action ...	System Response ...
4. Enter the following information. **Agency**: Enter the four-digit agency number. Last Name: Enter the last name to browse by last name. First Name: Enter the first name.	
5. Press ENTER.	Information is displayed by Last Name, First Name, SSN, P/W Ind, PIN, Tax Code, and Effective Date.
6. Enter an action of **A**dd, **D**isplay, or **M**odify next to the desired record and press ENTER.	The Maintain Retirement Programs screen will appear.

```
PHFNC10   PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHOMTX5D PHOMTX5M        Maintain Retirement Programs                   10:23 AM

 *Action: A (A,D,M)

  *Agency: 0160 *SSN: 000000000
                 Tax Id: _________
         Effective Date: __ __ ____

              *Tax Code: RPERS

 Tax Expiration Date: __________          Retirement Wages Trans: __________
            Tax Percent: ______  %        Date transferred       : __ __ ____
            Maximum Pct: ______  %
           Matching Pct: ______  %
           Max Wage Lim: ____________



Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note                                        Quit
```

Your Action ...	System Response ...
7. Enter the following information: *Agency: The system will display the agency number. *SSN: The system will display the Social Security Number of the employee. OR Tax ID: The system will display the identification number of the contract worker. **Effective Date**: Enter the effective date of the deduction. **Tax Code**: Select the code for the retirement program being added. Tax Expiration Date: Enter the date the deduction should end. (Leave blank if end date is not determined.) Tax Percent: This will be completed by the system. Maximum Pct: This will be completed by the system. Matching Pct: This will be completed by the system. Max Wage Lmt: This will be completed by the system. Retirement Wages Transferred: Enter the amount to be recognized from another agency or covered entity. Date Transferred: Enter the date the transferred wages were entered.	

Your Action ...	System Response ...
7. Press Enter	The Maintain Retirement Programs screen will appear with the following message: Specific Taxes R-000000000000-0000-XXXXX-000000 added successfully

NOTE: Retirement Wages Transferred is only valid for the fiscal year they were earned. At the end of the fiscal year, the retirement record must be ended and a new one added with the Retirement Wages Transferred blanked out.

Direct Deposits

Employees or workers may be given the option to have their pay deposited directly into a bank account. Pay cannot be split between multiple bank accounts or between a warrant and a bank account.

Direct deposit status is indicated as **P** (pre-note), **N** (sent to the bank), **A** (active), **S** (suspended), or **E** (expired). All added transactions must go through a pre-note process to verify the routing and account numbers are valid. If all is correct, the record will become active twelve-to-fourteen days from the date the pre-note was sent.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **DD** (Direct Deposit) from the Maintain Payroll Information Menu and press ENTER.	The Direct Deposit screen will appear.

```
PHFNC10  PHVI       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      02/06/2019
PHOMDD1D PHOMDD1M                 Direct Deposit                      01:00 PM

*Action: _ (D,N)

*Agency: ____ *SSN: _________
            Tax Id: _________
              Sequence Number: 1_ of

           ABA Transit Number: _________               *FMVIEW Pay Stub: _
               Account Number: ____________________
                 Account Type: _
              Depository Name: ___________________________________
   Pay Period Deposit Percent:
          Deposit Status Code:
      Pre Note Generated Date:

                   Begin Date: __ __ ____        End Date: __ __ ____
            Suspend From Date: __ __ ____ Suspend To Date: __ __ ____

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                                Quit
```

Your Action ...	System Response ...
4. Choose **A**dd or the desired action and enter the following information: ***Agency**: The agency code XXXX. ***SSN**: The employee's or worker's Social Security Number. OR Tax ID: The identification number of the contract worker. Sequence Number. The system will assign a sequential sequence number for each type of deduction.	
5. Press ENTER.	

Your Action ...		System Response ...
6.	Enter the following information: **ABA Transit Number**: Enter the 9-digit bank transit code (routing code). *FMVIEW Pay Stub: Enter **N** to send direct deposit pay stub to ACE only, OR enter **Y** to send direct deposit pay stub to ACE and FMVIEW. **Account Number**: The employee's or worker's bank account into which the deposit is to be made. **Account Type**: Code denoting whether the account is a **C**hecking or **S**avings account. **Depository Name**: Enter the name of the financial institution. Pay Period Deposit Percent: This field is completed by the system. Deposit Status Code: This is completed by the system. Pre Note Generated Date: This date is completed by the system. **Begin Date**: The beginning date of the direct deposit MM DD YYYY. End Date: The ending date of the direct deposit MM DD YYYY. Suspend From Date: If the direct deposit is to be suspended for a given period of time, enter the date in MM DD YYYY format. Suspend To Date: If the direct deposit is to be suspended for a given period of time, enter the date in MM DD YYYY format.	
7.		
8.	Press ENTER.	The direct deposit information will have been added, and the following message will be displayed: Direct Deposit ###-## added successfully.

Mass Changes for ABA Transit Numbers (DFA Only)

This transaction is used to record a new or changed bank transit or routing number used for direct deposits. This generally occurs when a bank has merged or sold to another institution. The mass change initiates a batch job which changes the transit numbers for all employees or workers at once instead of one employee at a time. This process is performed only by the Department of Finance and Administration, which is the control agency.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **MC** (Mass Changes for ABA Transit Numbers) from the Maintain Payroll Information Menu and press ENTER.	The Mass Changes for ABA Transit Numbers screen will appear.

```
PHFNC10  PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM       05/17/2016
PHOMABAP PHOMABAM        Mass Changes for ABA Transit Numbers          10:30 AM




                     Old ABA Transit Number: _________

                     New ABA Transit Number: _________

                        New Depository Name: ___________________________________







Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   Quit
```

Your Action ...	System Response ...
4. Enter the following information: **Old ABA Transit Number**: Enter the current nine-digit bank transit code. **New ABA Transit Number**: Enter the new nine-digit bank transit code. New Depository Name: Enter the name of the bank.	
5. Press ENTER.	A Batch Job Submission window will appear. The default printer and report configuration will be displayed.
6. Press ENTER.	The Mass Changes for ABA Transit Numbers screen will be displayed with the following message: PHOMAB25 Has Been Submitted Successfully.

Maintain Employee/Worker Eligibility Information

The Maintain Employee Eligibility Information screen is used to establish the eligibility sequence number (ESN) for an employee. This number indicates the type of employee, benefit entitlement, and tax participation for a specific employee. This screen can also be used to change an employee's I9/E-Verify Status.

MAGIC requires appropriate data for interface processing. Therefore, when you hire employees and workers into PINs and WINs in SPAHRS, the Eligibility Sequence Number (ESN) is required to complete the hire process. If an employee/worker *transfers* or is *hired into another PIN/WIN* in your agency, the ESN should be updated at that time or as soon as possible.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP** (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **MI** (Maintain Employee/Worker Eligibility Information) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Employee/Worker Eligibility Information screen will appear.

```
PHFNC10   PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHOMDM4D PHOMDMFM     Maintain Employee/Worker Eligibility Info        10:36 AM
                                                                       1 more >
*Action: _ (C,D,M)                                             Press PF3 to continue
 *Agency: 0160 *SSN: 000000000 ABCDEFG, HIJKLMNOP

 P/W PIN/WIN   PIN/WIN    PIN/WIN
 Ind   Nbr    Hire Date  Term Date  *Eligibility Sequence Nbr
 --- -------  ---------- ----------  ----------------------------------------
  P   ___100  06/20/2014 __________  1__ PERMANENT EMPLOYEE--FULL-TIME_________
  _   ______  __________ __________  ___ ______________________________________
  _   ______  __________ __________  ___ ______________________________________
  _   ______  __________ __________  ___ ______________________________________
  _   ______  __________ __________  ___ ______________________________________

 Agency Hire Date..: 06/20/2014     Employee Status: Permanent
 Agency Term Date..:                From: 06/20/2014 To:
 I9/E-Verify Status: N              Transaction Date: __ __ ____

 Last Upd Date/Time: 04/28/2016  1:45:43.3 PM  Last Upd UserId: PHFNC10
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                    Left  Right Quit
```

Your Action ...	System Response ...
4. Press F11.	The second screen will appear.

```
PHFNC10  PHV2      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHOMDM4D PHOMDMGM   Maintain Employee/Worker Eligibility Info        10:36 AM
< 1 more
*Action: _ (C,D,M)                                       Press PF3 to continue
 *Agency: 0160 *SSN: 000000000 ABCDEFG, HIJKLMNOP

 P/W PIN/WIN  Level of Life  Exempt from *Eligibility *Service  Contract
 Ind   Nbr    Ins Coverage   Retirement      Type      Status     Nbr
 --- -------  -------------  ----------- ----------- -------  --------
  P   ___100  ____________       N           X         20     _______
  _   ______  ____________       _           _         __     _______
  _   ______  ____________       _           _         __     _______
  _   ______  ____________       _           _         __     _______
  _   ______  ____________       _           _         __     _______

 Agency Hire Date..: 06/20/2014     Employee Status: Permanent
 Agency Term Date..:                From: 06/20/2014 To:
 I9/E-Verify Status: N

 Last Upd Date/Time: 04/28/2016  1:45:43.3 PM  Last Upd UserId: PHFNC10
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                      Left  Right Quit
```

Your Action ...	System Response ...
5. Enter the following information: ***Agency**: Enter the 4 digit agency number. ***SSN:** The employee's or worker's Social Security Number. ***Eligibility Sequence Nbr**: A code assigned to each employee identifying the type of employee, benefit entitlements, and tax participation. **Transaction Date:** Enter the date the person was hired into the PIN/WIN. This date will be used to automatically set up the retirement deduction, if applicable.	
6. Press ENTER.	The Eligibility Information is added and displayed by Agency Number and Social Security Number (SSN).